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**Community-Based Adult Services Branch**  
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**ACL #19-05**

Date: June 3, 2019

To: Community-Based Adult Services (CBAS) Center Administrators and Program Directors

From: California Department of Aging (CDA) CBAS Branch

Subject: **UPDATED ALERT - CONTINUED EXTENSION OF IMPLEMENTATION DATE OF THE NEW CBAS INDIVIDUAL PLAN OF CARE (IPC) FOR NON-USERS OF IPC SOFTWARE**

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***Purpose***

This All Center Letter (ACL) is to notify CBAS providers who do **not** use vendor-provided Individual Plan of Care (IPC) software of a **continued extension** of the new IPC implementation date.

***IPC  
Implementation  
Date Extension  
for Select  
CBAS  
Providers***

The CBAS Branch continues to work on resolving the technical difficulties encountered by CBAS providers who have attempted to use the new IPC form in the current PDF or Word format.

Until these issues are resolved, **CDA is extending the new IPC implementation date only for those providers who do not use vendor-provided IPC software.** The CBAS Branch will permit only these CBAS providers to use the old IPC to accompany TARS submitted for effective dates of service as of June 1, 2019 and beyond until further notice. These include initial, reauthorization and change TARS.

As indicated in [ACL #19-03](#), the CBAS Branch requires these CBAS providers to request permission from CDA via the CBAS mailbox at [cbascda@aging.ca.gov](mailto:cbascda@aging.ca.gov) and to notify their managed care plans if they need to use the old IPC to accompany TARS submitted for effective dates of service from June 1 through June 30, 2019. There is no need for CBAS providers to request permission for this continued extension if you have already requested permission for the initial extension.

CBAS providers who use vendor-provided IPC software must implement the new IPC according to the instructions in [ACL #19-02](#), which requires the new IPC to accompany all TARS submitted for

effective dates of service beginning June 1, 2019. These include initial, reauthorization and change TARS.

We will keep all CBAS providers informed about the new IPC form via an ACL and CBAS Updates newsletter.

### ***Questions***

Please contact the CBAS branch if you have any questions: (916) 419-7545; [cbascda@aging.ca.gov](mailto:cbascda@aging.ca.gov)